

## NOTICE

### on the processing of the personal data of the persons taking part in performance of the contracts concluded with HungaroControl Pte. Ltd. Co. and the persons designated as contact persons in such contracts

- I. Please be informed that the personal data of the persons taking part in performance of the contracts concluded with HungaroControl Pte. Ltd. Co. and the persons designated as contact persons in such contracts are processed by HungaroControl Pte. Ltd. Co. in the following manner:
  1. Processed data: the below personal data of the persons taking part in performance of the respective contract and the persons designated by the contractual partner as contact persons, as specified under the contract:
    - a) data required to maintain contact: name, position, phone number, e-mail address,
    - b) for performance of contracts requiring special qualifications or skills: other data specified in the CV or in the documents verifying the respective qualification or skill.
  2. Data subjects: persons employed by the contractual partner or having some other type of legal relationship with the contractual partner, appointed as contact persons, as well as the persons taking part in performance.
  3. Data controller: HungaroControl Pte. Ltd. Co.
  4. Purpose of data processing:
    - a) performance of the contracts concluded by HungaroControl Pte. Ltd. Co.,
    - b) in case of further measures required due to non-performance, and other events arising upon execution of the contract, to ensure that its contractual rights are respected,
    - c) fulfilment of the obligation to retain as per Articles 166(1) and 169(1) of *Act C of 2000 on Accounting*;
    - d) to conduct and document the internal audits, to keep track of the measures, to prove that the internal audit reports are sustained and well-founded,
    - e) to use the data for purpose of investigating the conducts – possibly qualifying as unlawful – identified as a result of the findings of the internal audits, and – if necessary – to use the data in labour law, civil or criminal law proceeding,
    - f) in terms of documents arose before 1 January 2020 – to perform the obligation of retention specified in the Archiving Plan attached as an annex to the Document Management Policy approved by the National Archives, in accordance with the 335/2005. (XII. 29.) Government Decree.
  5. Legal basis of data processing:
    - a) until performance of the contract, in terms of recording of the data: the legitimate interest of HungaroControl Pte. Ltd. Co. and its contractual partners related to performance of the contract pursuant to Article 6(1)(f) of the GDPR,
    - b) in case of further measures required due to non-performance, and other events arising upon execution of the contract, in terms of the use of the data: the legitimate interest of HungaroControl Pte. Ltd. Co. to ensure that its contractual rights are respected, pursuant to Article 6(1)(f) of the GDPR,
    - c) in terms of contracts used in internal audits: legitimate interest of HungaroControl Pte. Ltd. Co. in conducting, documenting internal audits, monitoring internal audit activities, proving validity of internal audit reports, investigating the conducts – possibly qualifying as unlawful – identified as a result of the finding of the internal audits and – if necessary - to use of data in labour law, civil law or criminal law proceedings, pursuant to Article 6(1)(f) of the GDPR,
    - d) in terms of storage of the data:
      - ca) fulfilment of the legal obligation of HungaroControl Pte. Ltd. Co. as per Articles 166(1) and 169(1) of *Act C of 2000 on Accounting*, pursuant to Article 6(1)(c) of the GDPR,

- cb) in order to ensure the enforcement of the right to spare parts supply stipulated under the contract, the legitimate interest of HungaroControl Pte. Ltd. Co. and its contractual partners related to performance of the contract pursuant to Article 6(1)(f) of the GDPR,
- cc) in order to ensure the exclusive right of the contracting partner stipulated under the contract, the legitimate interest of HungaroControl Pte. Ltd. Co. and its contractual partners related to performance of the contract pursuant to Article 6(1)(f) of the GDPR,
- cd) the performance of the legal obligation of HungaroControl Pte. Ltd. Co. defined under Government Decree no. 335/2005. (XII. 29.) on the Common Provisions of Document Management Bodies of Public Administration, pursuant to Article 6(1)(c) of the GDPR.

6. Method of data processing:

A. *Recording of the data:* recording of the data in the contractual documents,

B. *Use of the data:*

- a) use of the data in case of further measures required due to non-performance, and other events arising upon execution of the contract, in order to ensure that the contractual rights of HungaroControl Pte. Ltd. Co. are respected,
- b) use of data for internal audits, keep track of the measures determined as a result of the audit, and also to prove that the findings made in the internal audit reports are substantiated and well-founded and to investigate conducts possibly qualifying as unlawful, and to conduct labour law, civil law or criminal law proceedings.

C. *Storage of the data:*

- a) on hard copy (paper) in case of legal transactions not exceeding the value limit of net HUF 200,000 – in lockable cabinets in the office premises of the organizational units carrying out the contractual transaction, located in the registered office of the Company (1185 Budapest, Igló utca 33-35.),
- b) on hard copy and in the electronic contract archive of HungaroControl Pte. Ltd. Co. in case of legal transactions exceeding the value limit of net HUF 200,000 – in the office premise located in the registered office of the Company (1185 Budapest, Igló utca 33-35.) and on the servers situated in its registered office,
- c) contracts stored in internal audit documents created less than five years ago shall be stored in the office premises of the Internal Audit Unit conducting the respective internal audit, located in the registered office of the Company (1185 Budapest, Igló Street 33-35.) (the highly confidential documents and the documents relating to pending cases), and in lockable cabinets (other documents) and on the servers located at the registered office of the Company,
- d) contracts stored in internal audit documents created more than five but less than ten years ago shall be stored in the central archive (lockable with key and code) located at the registered office of the Company, accessible only to the document management assistant and administrator of the Administration Unit,
- e) contracts created more than ten years ago and identified as a result of the internal audit – possibly qualifying as unlawful - and preserved as a documentation of a related labour law, civil law or criminal law proceedings shall be stored in lockable cabinets in the office premises of the Internal Audit Unit conducting the respective internal audit, located in the registered office of the Company (1185 Budapest, Igló Street 33-35.) or in the central archive (lockable with key and code) located at the registered office of the Company, accessible only to the document management assistant and administrator of the Administration Unit.

D. *Erasure of data:* by destruction of the hard copy documents and by deletion of the documents stored in the electronic contract archive, after the data processing period has expired

7. Data retention time:

- a) nine years (*Act C of 2000 on Accounting* pursuant to Article 169(1)),
- b) period longer than nine years:

- ba) in order to ensure the enforcement of the right to spare parts supply stipulated under the contract, until the time specified in the contract,
    - bb) in order to ensure the exclusive right of the contracting partner stipulated under the contract, until the time specified in the contract.
  - c) in terms of contract used in internal audits:
    - ca) in terms of the records created prior to 1 January 2020: 10 years (according to the Archiving Plan of HungaroControl), in terms of the records created after 1 January 2020: 5 years,
    - cb) in the case of investigating the conducts – possibly qualifying as unlawful – identified as a result of the findings of the internal audits and the related labour law, civil law or criminal law proceedings, until the respective proceeding is closed, whereas this period exceeds the general period.

8. Data processor: HungaroControl Pte. Ltd. Co. does not employ data processors for the processing.

## II. Data security measures

1. Please be informed that the personal data are kept confidential by HungaroControl Pte. Ltd. Co. and these personal data are disclosed only to the associates involved in performance of the above tasks. The data shall not be transferred by the Data Controller to third parties without your consent and providing prior notice thereof to you, with the exception of the statutory data provision to authorities and other bodies based on legislation.
2. HungaroControl Pte. Ltd. Co. shall store the personal data electronically on servers located in a closed premises of its registered seat (1185 Budapest, Igló utca 33-35) whereas it shall store the hardy copy documents in its office premises, in lockable cabinets. In the course of processing of personal data, HungaroControl – in line with the applicable legislation – takes such risk proportionate administrative and technical measures that prevent unauthorized and unlawful access to and modification, transfer, disclosure and deletion of the personal data and ensure verifiability throughout the data processing actions as well. HungaroControl Pte. Ltd. Co. also ensures that the data stored in the systems shall not be matched in a direct manner and identified with the individual data subjects.

## III. Rights and legal remedies concerning data processing, contact

1. Please be informed that you have the right to object to the processing of your personal data, if:
  - a) processing of the personal data is necessary for the performance of a task carried out in the public interest or in the exercise of an official authority or processing is necessary for the enforcement of the legitimate interests of HungaroControl or any third parties;
  - b) processing of the personal data is carried out for direct marketing purposes or profiling with a direct marketing purpose;
  - c) processing of the personal data is carried out for scientific or historical research purposes or statistical purposes, which are necessary for execution of a task not in the public interest.

HungaroControl shall examine the objection as soon as possible, but within 15 days from submission of the request at the latest, and shall decide whether such objection is well-founded or not and shall inform the complainant about its decision in writing.

If HungaroControl finds that the objection is well-founded, it shall terminate the processing, including further data collection and data transfer, and block the data, and shall inform about the objection and the measures taken based on the objection all the entities to whom it previously transferred the personal data subjected by the objection, and these entities, in turn, shall be obliged to take the necessary measures to enforce the right to objection.

2. Please be informed that you have the right to ask HungaroControl **to provide** your personal data and the information related to processing thereof **to you**. You may ask for copies of the personal data as long as requesting such copies does not adversely affect the rights and freedoms of others. Requesting of copies shall be free of charge on the first occasion, whereas the Company may charge a fee based on administrative costs for every further copy.

3. Please be informed that you have the right to request the **clarification, correction or supplementation** of your personal data by sending a declaration, as long as the data are inaccurate, incorrect or incomplete.
4. Please be informed that HungaroControl shall **restrict** processing upon your request, if:
  - a) you contest the accuracy of data and the verification of data is in progress;
  - b) processing is unlawful, but instead of deletion, you request the restriction of processing;
  - c) the purpose of processing has been terminated, but you claim the data for the establishment, exercise or defence of legal claims; or
  - d) you filed an objection against the processing and the assessment of such objection is currently in progress.  
In the event HungaroControl lifts the restriction of processing, you shall be informed thereof in advance.
5. Please be informed that HungaroControl shall **delete** the processed personal data upon your request, if:
  - a) its processing is unlawful;
  - b) the purpose of processing has been terminated or no further processing of data is required for attainment of the purpose;
  - c) you withdrew your consent and there is no other legal basis for the processing;
  - d) the statutory data retention period has expired;
  - e) the deletion of the data was ordered by law, authority or court;
  - f) you objected to the processing and there are no overriding legitimate grounds for the processing.
6. Please be informed that you may claim **damages or aggravated damages** (compensation for injury to feelings) for the damages incurred as a result of unlawful processing or violation of requirements related to data security or for personality right related damages.
7. HungaroControl Pte. Ltd. Co. shall assess the request submitted by the data subject for enforcement of their rights, as soon as possible, but within 1 month the latest, and shall inform the data subject about its decision in writing or – if the data subject submitted their request electronically – in an electronic way. HungaroControl Pte. Ltd. Co. may delay the provision of information on the enforcement of rights for reasons specified under law, proportionately to the goal wished to be achieved, and may restrict the contents of the information and may also refrain from providing the information.
8. If you submit a repeated request in the same year for the same scope of data, and the underlying reason is not that the data are required to be corrected, deleted or restricted due to the omission or failure of HungaroControl, HungaroControl Pte. Ltd. Co. may ask for reimbursement of its costs incurred in relation to the fulfilment of the request.
9. If you are of the opinion that your rights have been violated in connection with the processing of your personal data, **you may initiate an investigation** at the Hungarian National Authority for Data Protection and Freedom of Information (1125 Budapest, Szilágyi Erzsébet fasor 22/C., [ugyfelszolgalat@naih.hu](mailto:ugyfelszolgalat@naih.hu), +36-1-3911400, [www.naih.hu](http://www.naih.hu)) or **you may turn to the court** of competent jurisdiction. The regional court having competence according to the registered office of the data controller shall conduct the legal action, with the provision that at your discretion, the legal action can also be started at the regional court having competence according to your domicile or habitual residence as well.
10. For data processing related issues not included in this Notice, the provisions of Regulation (EU) 2016/679 of the European Parliament and of the Council on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC and Act CXII of 2011 on Informational Self-determination and Freedom of Information shall be applied.
11. Please be informed that the following person acts as the **Data Protection Officer** of HungaroControl: dr. Anikó Fazekas (+36-30-851-25-15, [dpo@hungarocontrol.hu](mailto:dpo@hungarocontrol.hu)).